

CHAPTER 9

ADVANCEMENT, EDUCATION, AND TRAINING

This chapter briefly discusses the Navy's enlisted advancement system, commands' and individuals' responsibilities in regard to advancement, identifies most of the eligibility requirements for advancement, and discusses service record entries, eligibility status list, worksheets, and appointment certificates. This chapter also discusses service schools eligibility, enlisted program eligibility, education programs, and applying for credit for military experience.

ENLISTED ADVANCEMENT SYSTEM

The enlisted advancement system provides for the orderly progression of qualified enlisted personnel to higher levels of responsibility throughout their naval careers.

ADVANCEMENT IN THE NAVY

Advancement in rate or change in rating is based on demonstrated proficiency in assigned duties, on the performance evaluation and recommendation of the commanding officer (CO), and on written examinations. All eligible personnel compete for advancement or change in rating to fill vacancies in the total Navy/Naval Reserve allowances.

Advancement is a significant milestone in a member's naval career. Each advancement brings significant changes in duties and increased responsibilities. With each advancement a person is one step closer to his or her ultimate career goal. While it cannot be assured that anyone person will be advanced, it is guaranteed that all enlisted personnel of a particular rating and similar qualifications have an equal opportunity to compete for advancement.

Advancement is one of the most rewarding accomplishments in a person's naval career and one that has a great impact on morale. Many rewards of Navy life are earned through the advancement system. Some of these rewards are better pay, more challenging job assignments, and greater respect.

The members are not the sole benefactors of advancement. The Navy also profits by gaining more competent and better trained members. Highly trained

personnel are needed to carry out the Navy's mission. Each time a person is advanced, that person's value to the Navy increases. The trained person becomes more valuable as a specialist in his or her rating and as a person who can train others.

COMMAND AND INDIVIDUAL'S RESPONSIBILITIES

Both the candidate for advancement and the command have certain advancement responsibilities. For example, each member must make sure his or her advancement requirements are completed accurately and on time. All members are responsible for periodically checking their service record to make sure all their completed requirements have been entered. Candidates for advancement must study and/or become familiar with all the appropriate publications that are contained in their rating's most recent *Bibliography for Advancement Handbook* in addition to studying their training manual (TRAMAN).

Just as important as studying is in preparation for the advancement examination; receiving excellent performance evaluations must be clearly emphasized. All individuals are responsible for receiving good performance evaluations. Although you do not write your own performance evaluation, you can do much to improve your chances of receiving good evaluation marks and comments.

You, as a PN, and all other individuals reading this TRAMAN must remember that just doing your job is no longer sufficient. You must do more. You must get involved in all facets of the command and conduct yourselves in a proper manner. It is never too early to start assuming additional responsibility. You must take the lead, be professional, and always be committed to excellence. Now, turn your attention to your command's responsibilities as far as your advancement is concerned.

The command's personnel office must make sure the requirements previously discussed have been completed by members and are accurately and promptly recorded in the members' service records.

Officers, chief petty officers, and senior petty officers in the chain of command should constantly show concern in their subordinates' professional development. This should be accomplished by periodically counseling subordinates and encouraging them to complete all their advancement requirements on time. Supervisors should also encourage their subordinates to study hard and make them aware of the importance of enlisted performance evaluations in the overall Navywide advancement system.

The CO has the ultimate responsibility of making recommendations or withdrawing recommendations for advancement. The recommendation or withdrawing of recommendation for advancement is accomplished by the preparation of an enlisted performance evaluation report and making appropriate service record page 9 and 13 entries as shown in chapter 8 of the *Advancement Manual*, BUPERSINST 1430.16.

DISTRIBUTION OF ELIGIBILITY STATUS LISTING

Long before the cyclical Navywide advancement examination is administered, commands must distribute an eligibility status listing of personnel recommended for advancement. This listing must be distributed to all departments or commands, as appropriate. This listing should include all personnel from those departments or commands who are time-in-rate (TIR) eligible and recommended for advancement.

The listing should also include a section that contains the advancement requirements that have or have not been completed by the candidates. The listing should be prepared long in advance of the Navywide advancement examination date to notify all concerned personnel of requirements that need to be turned in to the personnel office. This way, you the PN, will make the appropriate service record entries prior to the established deadline. This deadline for the completion of the advancement requirements should be set by the educational services office (ESO) and/or the personnel office.

You should remember, however, that there are occasions when you may have to be considerate to your shipmates. There may be times when your shipmates will not be able to turn in their advancement requirements on time due to unforeseen circumstances beyond their control. During these occasions, you should consider each case on its merits.

ELIGIBILITY REQUIREMENTS FOR ADVANCEMENT IN RATE OR CHANGE IN RATING

You should become familiar with the elements that comprise eligibility requirements so you can inform individuals that may not be aware of these requirements. Most of the eligibility requirements are as follows:

- Complete mandatory personnel advancement requirements (PARs) including a performance test, if required, as specified in appendix D of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, volume 1, NAVPERS 18068.
- Successfully complete service school, if required.
- Complete mandatory TRAMAN/nonresident training course requirements.
- Meet citizenship or security clearance requirements for advancement in certain rates or ratings as specified in the *Advancement Manual*, BUPERSINST 1430.16.
- Meet minimum performance criteria. Performance Mark average (PMA) 3.0 or above is required for E-4/5/6/7 candidates.
- Be in the proper path of advancement.
- Fulfill special requirements for certain ratings.
- Not be involved in circumstances that render the candidate ineligible for advancement.
- Not be a selectee for appointment to limited duty officer (LDO) or warrant officer (WO) status.
- Have minimum TIR.
- Meet physical readiness/body fat standards.
- Be recommended by the CO.

Additional information about eligibility requirements for advancement are contained in the *Advancement Manual*, BUPERSINST 1430.16. More discussion about a CO's recommendation for advancement responsibility is explained in the following paragraphs.

COMMANDING OFFICER'S RECOMMENDATION FOR ADVANCEMENT

The CO's recommendation is the most important requirement in the Navy's enlisted advancement system. The advancement recommendation of an individual must be well considered by all personnel in the chain of command and never become perfunctory. The individual must show the ability for advancement and/or change in rate or rating to earn the final recommendation of the CO. The member's ability to perform the work and assume the responsibilities of the higher rate or new rating are significant considerations in recommending a member for advancement.

In case of candidates for petty officer grades, particular consideration by the CO should be given to qualities of leadership and personal integrity. Any departure from those criteria reduces the prestige and effectiveness of the petty officer and the command.

The decision of the CO to recommend an individual for advancement remains valid unless withdrawn. The enlisted evaluation is the sole source of recommendation for advancement. A CO may withhold or withdraw a recommendation for advancement.

SERVICE RECORD ENTRIES

As a service records maintenance PN, or one who is involved in advancements, you will record the CO's recommendation for advancement and/or change in rate or rating on the page 9 of the service record as indicated by one of the following examples:

"(Date): PNSN Recommended for PN3."

"(Date): ADAN Recommended for AD3."

"(Date): SKI Recommended for SKC."

While reviewing service records, if you notice that a member's recommendation for advancement is incorrectly recorded on the page 9, take the initiative to correct it. Make sure your supervisor is aware and initials the change.

COMMANDING OFFICER'S RECOMMENDATION FOR NEWLY REPORTED PERSONNEL

Personnel received on board a new command who have been recommended for advancement by their previous CO and are in all other respects eligible should be allowed to participate in the regularly scheduled

advancement examination. Withholding or removing a recommendation for advancement merely because the new CO has not had sufficient time to evaluate the new member is not fair to the individual transferred before an examination. Advancement may be withheld by the CO for cause, but not for lack of observation. If, after participation, the new CO determines that the individual's performance is lacking, the recommendation may be withdrawn.

In the following paragraphs, we discuss the worksheet and Navywide advancement examination that are part of the advancement system as are the areas previously mentioned.

RECOMMENDATION FOR ADVANCEMENT IN RATE OR CHANGE OF RATING (WORKSHEET)

A Recommendation for Advancement in Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2, is prepared for each candidate participating in a Navywide advancement cycle. This includes members in paygrade E-6 who are participating for the LDO program and E-8/9 candidates. Examining boards and candidates use the form as a checkoff sheet and for transferring information to the answer sheet. Figure 9-1 shows you a blank sample of a worksheet. Be aware, however, that PERSUPPDETs have the capability of preparing the worksheets using the Source Data System (SDS). Deployable commands may also have a similar computerized system such as that of a PERSUPPDETs used to prepare the worksheets.

The worksheet contains data and factors relating to the candidate's eligibility for advancement or change of rating. The ESO is responsible for reviewing all worksheets for accuracy and completeness before delivering them to the examining board. All entries are checked thoroughly to avoid errors because inaccurate information creates inequities to the candidates and could prevent a fully qualified candidate from being advanced.

ESOs and personnel office supervisors must make sure worksheets are prepared at least 1 month before the scheduled examination date to decrease the chance for errors. Each candidate must review, verify, and sign the worksheet before the examination date.

RECOMMENDATION FOR ADVANCEMENT IN RATE OR CHANGE OF RATING (WORKSHEET)
NAVEDTRA 1430/2 (Rev. 4-82) S/N 0115-LF-014-3008

NOTE: Print legibly. Use block letters

1. NAME (LAST, FIRST, MIDDLE)										2. PRESENT RATE		3. EXAM RATE		4. SOCIAL SECURITY NUMBER				5. EXAM SERIAL		6. CYCLE					
7. PERM DUSTA UIC										8. PNEC		9. SCHOOL		10. FORM		11. BRANCH/CLASS				12. REASON FOR PARTICIPATION					
13. SEX										14. SPECIAL GROUP		15. ADSD		16. TIR Date		17. Performance Average		18. After submission of answer sheet to NETPDC, the candidate with a copy of this worksheet							
19. (YR/MO/DA order, for actual date of advancement)										20. (YR/MO/DA order, for actual date of advancement)		21. (YR/MO/DA order, for actual date of advancement)		22. ELIG CHECK (A)				23. Terminal Eligibility Date (TED):							
24. I hereby verify the information herein and certify it to be correct										25. (Date)		26. (Signature of Candidate)		27. USE BELOW FORMULAS TO COMPUTE SIPP AND TAS TO CHECK TIR ELIG AND VERIFY SIPP/TAS ON RCA/ESV/DATA MAILERS:				28. SIPP CHECK							
29. This certifies that the candidate named above fulfills currently prescribed requirements, is in all respects qualified, and is recommended for advancement or change of rate as indicated.										30. (Date)		31. (Signature of CO or by direction)		32. TAS CHECK				33. Enter TAS and SIPP in below blocks for future verification							
34. CHANGE OF RATING AUTHORITY										35. Participated in (Exam Rate) examination for change of rating in accordance with		36. (Date)		37. (Signature of CO or by direction)				38. NOTES: (1) ACTIVE DUTY PERS - Compute Drill Service in paygrade (DSGP) Block 21, if and ONLY if needed to meet minimum TIR eligibility for advancement.							
39. (FORWARD CERTIFIED COPY OF AUTHORIZATION TO NETPDC WITH ANS SHIT)										40. TO BE COMPLETED BY THE EXAMINING BOARD		41. Candidate named above has been examined for advancement or change of rating in accordance with the instructions contained in BUPERSINST 1430.16 (series), and Part IV of the General and Verbatim Instructions.		42. Exam Serial Nr. _____ for Cycle _____ was utilized.				43. (Ser Nr and Date of Trans Ltr)							
44. (Date Exam Admin)										45. (Location of Board)		46. (Date)		47. (Signature of Senior Member)				48. (This space for local use as desired).							
49. AUTHORITY TO REQUEST THIS INFORMATION IS DERIVED FROM 5 UNITED STATES CODE 361, DEPARTMENTAL REGULATIONS. THE PURPOSE OF THIS WORKSHEET IS TO PERMIT AN INDIVIDUAL TO COMPETE IN A NAVY-WIDE EXAMINATION FOR ADVANCEMENT IN RATE OR CHANGE OF RATING. THE INFORMATION IS RECORDED IN THE AUTOMATED NAVAL ENLISTED ADVANCEMENT SYSTEM UNDER THE NAVAL TRAINING INFORMATION SYSTEM AND IS USED TO SELECT THE BEST QUALIFIED PETTY OFFICERS THAT THE NAVY REQUIRES TO MAN ITS SHIPS AND STATIONS. IN ADDITION, THIS INFORMATION MAY BE USED IN STATISTICAL ANALYSIS FOR THE PURPOSE OF MAINTAINING THE INTEGRITY OF, AND IMPROVEMENTS TO THE ADVANCEMENT SYSTEM. COMPLETION OF THIS WORKSHEET IS MANDATORY FOR ADVANCEMENT CONSIDERATION. IF THE INDIVIDUAL DOES NOT PROVIDE THE INFORMATION REQUESTED, HE OR SHE WILL NOT BE CONSIDERED FOR ADVANCEMENT.										50. 86NPO103															

Figure 9-1.—Recommendation for Advancement in Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2.

NAVYWIDE ADVANCEMENT EXAMINATIONS

All eligible personnel compete for advancement or change in rating to fill vacancies in the total Navy/Naval Reserve allowances. Candidates compete for these vacancies by taking a Navywide advancement examination.

The Naval Education and Training Program Management Support Activity (NETPMSA) develops examinations for paygrades E-4 through E-7 for all Navy ratings. Figure 9-2 shows you an aerial photograph of NETPMSA which is located at Saufley Field, Pensacola, Florida.

Examinations contain 150 questions supported by the most current occupational standards (OCCSTDs)



Figure 9-2.-Aerial photograph of the Naval Education and Training Program Management Support Activity, Pensacola, Florida.

for each rate and rating. For your information, the OCCSTDs express the Navy's minimum requirement for enlisted occupational skills established by manpower and personnel managers. They form the basis for implementing and supporting actions for personnel training, advancement, and distribution. The exam writers use the OCCSTDs to support advancement exams. The TRAMAN writers also base their training manuals on OCCSTDs.

NETPMSA scores and processes examination sheets using a high-speed electronic scanner and other related equipment as shown in figure 9-3. Examination grades are then combined with other factors to determine the advancement status of qualified personnel. Eligible personnel are advanced to P03 through PO1 to fill Navywide vacancies on the basis of their final multiple score (FMS) (examination score plus performance and service factors).

An examination is not required for advancement to E-8 or E-9. Advancement to chief petty officer (CPO), senior chief petty officer (SCPO), and master chief petty officer (MCPO) requires selection board action. Boards are convened annually by the Chief of Naval Personnel (CHNAVPERS). CPO, SCPO, and MCPO candidates who qualify for selection board consideration are designated selection board eligible (SBE) by NETPMSA. The total number of individuals selected is based on Navywide

vacancies. CPO candidates are designated SBE on the basis of their FMS (standard score plus performance factors). SCPO and MCPO candidates are designated SBE based on the recommendation of their CO.

In the following paragraphs we discuss the term *total active federal military service* (TAFMS), explain the difference between regular and early advancement candidates, and discuss high-year tenure (HYT).

TOTAL ACTIVE FEDERAL MILITARY SERVICE

TAFMS is the sum of total active naval service and other active service. The Department of Defense (DOD) prescribes the minimum TAFMS an advancement candidate must accrue to compete as a regular candidate for advancement.

The TAFMS requirements for advancement to paygrades E-4 through E-9 are as follows:

MINIMUM TAFMS FOR A REGULAR CANDIDATE			
PAYGRADE	DOD TAFMS	PAYGRADE	DOD TAFMS
E-4	2 years	E-7	11 years
E-5	3 years	E-8	16 years
E-6	7 years	E-9	19 years



Figure 9-3.—High-speed electronic scanner for processing examination sheets plus other related equipment.

Candidates who meet the TIR and other advancement requirements may compete for advancement whether or not they have accrued the DOD prescribed TAFMS. The number of advancement quotas that may be filled by early candidates is determined by DOD manning restrictions to a maximum of 10 percent of the total enlisted forces in each paygrade E-5 through E-9 and 20 percent for E-4. Advancement of early candidates may require a higher FMS than the regular candidate competing for the same rating.

REGULAR AND EARLY ADVANCEMENT CANDIDATES

Regular advancement candidates are members whose TAFMS equals or exceeds the DOD TAFMS by the end of the fiscal year in which the terminal eligibility date (TED) is computed. Early advancement candidates are members whose TAFMS falls short of the DOD TAFMS by the end of the fiscal year in which the TED is computed.

HIGH-YEAR TENURE

At the other end of the early advancement spectrum is a system used to provide fair promotion opportunities. This system is known as HYT that prescribes the maximum years of active service allowed between paygrades for professional growth (advancement in rate) to occur.

The HYT limit is 10 years' active service for E4, 20 years for E-5 and E-6, 24 years for E-7, 26 years for E-8, and 30 years for E-9.

With the ongoing reduction in personnel as a result of the drawdown, it is possible that the maximum years of active service a Navy member maybe authorized to serve on active duty will change. If you want to verify the number of years a person is allowed to remain on active duty, you must refer to *Reenlistment Quality Control Program*, OPNAVINST 1160.5, and/or other current directives indicating HYT restrictions.

RESULTS OF NAVYWIDE ADVANCEMENT EXAMINATIONS

The following paragraphs briefly discuss the results of the Navywide advancement examinations for petty officer third class through petty officer first class, chief petty officer through master chief, rating change authorization, and appointment certificates.

PETTY OFFICER THIRD CLASS THROUGH PETTY OFFICER FIRST CLASS

NETPMSA issues examination results and advancement authority to individual commands by Examination Status Verification Report (ESVR), Rating Change Authorization (RCA), data mailer, message, or letter. Figures 9-4 and 9-5 show you samples of an ESVR and an RCA.

After receipt of the examination results and final check to confirm all requirements have been met and all

CYCLE 147 (MAR 95)		EXAMINATION STATUS VERIFICATION REPORT										MAY 25 1995				
USS CASIMIR PULASKI BLUE												THIS REPORT DOES NOT CONSTITUTE AUTH FOR ADV. CHG OF RATE, OR STKR DESIG. VERIFY ALL FMS DATA PRIOR TO EFF ANY ACTION. TO CLEAR DISCREPANCIES, SUBMIT INFO/ DOCUMENT BY LTR, SPOLTR OR MSG. REFER PARA 427 ADVMAN.				
UIC 30142																
- - - - - VERIFICATION DATA - - - - -																
NAME	SSN	PRATE	ERATE	BR/CL	D	S	AW	TAS	DTIS	SIPG	DSPG	PNA	GRP	PERF	A	STATUS
DOE JOHN	888888888	MM3	MM2	USN			A	02	0310	0000	0306	0000	01.0	2	3.72	PNA-PTS 0.5/0.5
THE DATE(S) (ADSDA AND/OR TIRDA) OR BR/CL (BR/CLA) ON THE ANSWER SHEET FOR THE CANDIDATES LISTED BELOW ARE IN DISAGREEMENT WITH THE DATE(S) AND/OR BR/CL CONTAINED IN THE NAVY MASTER FILE. TAS AND/OR SIPG AND EXAMINATION RESULTS HAVE BEEN CALCULATED AND DETERMINED USING MASTER FILE DATA. REFER TO PARAGRAPH 425, ADVMAN FOR CORRECTIVE ACTION IF MASTER FILE DATA IS IN ERROR. "OK" INDICATES DATE(S)/BRCL AGREE.																
NAME	SSN	PRATE	ERATE	ADSDA	TAS	TIRDE	TIRDA	SIPG	BR/CLE	BR/CLA						
DOE JOHN	888888888	MM3	MM2	OK	OK	0310	90/01/01	90/01/	0306	OK	OK					

Figure 9-4.—Examination status verification report (ESVR).

CYCLE 147 (MAR 95)		RATING CHANGE AUTHORIZATION										MAY 25 1995					
		ADVANCEMENTS/STRIKERS/CHANGES OF RATE EFFECTIVE 07/16/95															
USS CASIMIR PULASKI BLUE UIC 30142		PROVIDED ELIGIBILITY IS MAINTAINED, CANDIDATES LISTED ARE AUTHORIZED ADVANCEMENT, STRIKER DESIGNATION, OR CHANGE OF RATE. VERIFY ALL FMS DATA PRIOR TO EFFECTING ANY ACTION. AUTHORITY IS NETPMSA ADV LTR 3-95 .															
- - - - - VERIFICATION DATA - - - - -																	
NAME	SSN	AUTH	C	PRATE	RATE	BR/CL	D	S	AW	TAS	DTIS	SIPG	DSPG	PNA	GRP	PERF	A
BOAT J	999999999	STSSN	ST53	USN		C	02	0404	0000	0104	0000	00.0	3.48				
THE DATE(S) (ADSDA AND/OR TIRDA) OR BR/CL (BR/CLA) ON THE ANSWER SHEET FOR THE CANDIDATES LISTED BELOW ARE IN DISAGREEMENT WITH THE DATE(S) AND/OR BR/CL CONTAINED IN THE NAVY MASTER FILE. TAS AND/OR SIPG AND EXAMINATION RESULTS HAVE BEEN CALCULATED AND DETERMINED USING MASTER FILE DATA. REFER TO PARAGRAPH 425, ADVMAN FOR CORRECTIVE ACTION IF MASTER FILE DATA IS IN ERROR. "OK" INDICATES DATE(S)/BRCL AGREE.																	
NAME	SSN	PRATE	ERATE	ADSDA	TAS	TIRDE	TIRDA	SIPG	BR/CLE	BR/CLA							
BOAT J	999999999	STSSN	ST53	89/02/23	89/	/	0404	OK	OK	0104	OK	OK					

42NP0032

Figure 9-5.—Rating change authorization (RCA).

information is correct, the CO is vested with independent authority to advance members to paygrades E-4 through E-6.

CHIEF PETTY OFFICER, SENIOR CHIEF PETTY OFFICER, AND MASTER CHIEF PETTY OFFICER

For E-7 candidates, NETPMSA provides examination results announcing Selection Board Eligible, Selection Board Ineligible, Fail or Discrepancy Status as soon as practical after processing returns. For E-8 and E-9 candidates, NETPMSA provides ESVR's listing candidates as Selection Board Eligible or Discrepancy as soon as possible after receipt of validation answer sheets.

After the E-7 and E-8/9 selection boards adjourn, a naval administrative (NAVADMIN) messages announces the names of selectees. The NETPMSA advancement letter forwarded with the initial RCA listing first segment advancers and the ESVR listing second segment selectees and nonselectees contains advancement authority. If the member is otherwise qualified, COs may effect an advancement to paygrades E-7 through E-9 only after receipt of promotion authorization form NETPMSA.

The following section further discusses RCA and also the appointment certificates.

RATING CHANGE AUTHORIZATION AND APPOINTMENT CERTIFICATES

NETPMSA mails to all appropriate commands the RCA. The RCA reflects the advancement dates of individuals. It is issued for each advancement cycle and covers the full incrementation period over which advancements and changes of rating are authorized. A sample RCA was shown in figure 9-5. When your command receives the RCA, you must review it and determine the effective date of advancement. Make page 4 and page 9 service record entries to record the advancement on the date authorized by the RCA provided member maintains eligibility.

Follow the instructions in the *Advancement Manual* regarding personnel who will not be attached to your command before their advancement dates. You will be required to make a page 13 entry or entries.

In addition to making service record entries for individuals being advanced to paygrades E-4 through E-9, your CO should also present certificates of appointment. Figures 9-6 through 9-10 show you blank samples of appointment certificates that your command should acquire through the naval supply system and present to individuals as appropriate.

Additional information is contained in the *Advancement Manual*, BUPERSINST 1430.16, concerning the Navy's advancement system. Always refer to the *Advancement Manual* whenever you have



CERTIFICATE OF APPOINTMENT

To all who shall see these presents, greeting:

Know Ye, that by authority vested in me and reposing special trust and confidence in the patriotism, valor, fidelity and abilities of

I do hereby appoint you to the rate of

in the
UNITED STATES NAVY

to rank as such from the day of , nineteen hundred and

TO THE APPOINTEE

Your appointment as a petty officer in the United States Navy makes you heir to a long and proud tradition of Naval leadership. By accepting this appointment, you are charged with demonstrating those standards of performance, moral courage, and dedication to the Navy and the Nation which may serve as an enviable example to your fellow Navy men and women.

Your desire to excel and to guide others must be boundless; your appearance must be a model for others and your performance must be a continual reflection of your sincerity, attention to duty, and moral responsibility. By exhibiting unfailing trust and obedience toward superiors, cooperation and loyalty to your peers, and understanding and strength to your subordinates, you will contribute greatly to the effectiveness and good name of the United States Navy.

Given under my hand at
this day of in the year of our Lord nineteen hundred and

NAVPERS 1430/7 (USN) (5-67)
1 1/2" x 10 1/2" (L x W) 0702

86NPO104

Figure 9-6.—Certificate of Appointment Petty Officer Third Class, NAVPERS 1430/7 (USN).

questions concerning advancements as well as other current and pertinent publications such as the *Naval Military Personnel Manual*, (MILPERSMAN), NAVPERS 15560.

SERVICE SCHOOLS ELIGIBILITY

Service school candidates must meet the general requirements described in chapter 7 of the *Enlisted*

Transfer Manual (ENLTRANSMAN), NAVPERS 15909, and the specific prerequisites for each school as set forth in the *Catalog of Navy Training Courses* (CANTRAC), NAVEDTRA 10500, and/or other appropriate directives. COs must screen candidates to make sure they meet school entrance standards including appropriate security clearance requirements. The following paragraphs discuss the specific eligibility



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I do hereby appoint you to the rate of

in the Reserve of the
UNITED STATES NAVY

to rank as such from the day of , nineteen hundred and

TO THE APPOINTEE

Your appointment as a petty officer in the United States Navy makes you heir to a long and proud tradition of Naval leadership. By accepting this appointment, you are charged with demonstrating those standards of performance, moral courage, and dedication to the Navy and the Nation which may serve as an enviable example to your fellow Navy men and women.

Your desire to excel and to guide others must be boundless; your appearance must be a model for others and your performance must be a continual reflection of your sincerity, attention to duty, and moral responsibility. By exhibiting unflinching trust and obedience toward superiors, cooperation and loyalty to your peers, and understanding and strength to your subordinates, you will contribute greatly to the effectiveness and good name of the United States Navy.

Given under my hand at
this day of in the year of our Lord nineteen hundred and

NAVPERS 1430/7 (USNR) (5-67)
S/N-0106-902-2376

GPO : 1967-O-270-148
86NP0105

Figure 9-7.—Certificate of Appointment Petty Officer Third Class, NAVPERS 1430/7 (USNR).

requirements as specified in chapter 7 of the ENLTRANSMAN.

Fleet applicants should submit their Enlisted Personnel Action Request, NAVPERS 1306/7, with your assistance, to reach the Bureau of Naval Personnel (BUPERS) approximately 6 to 9 months before the desired class convening date. Submit requests for "A" schools to BUPERS (PERS 291). Requests for other

schools should be addressed to the PERS code specified in the CANTRAC.

Members applying for a service school must be physically qualified for transfer according to the *Manual of the Medical Department* (MANMED), NAVMED P-117. Those requiring medical attention that will not allow uninterrupted completion of a course of instruction should not be transferred to the school.



CERTIFICATE OF APPOINTMENT

To all who shall see these presents, greeting:

Know Ye, that by authority vested in me and reposing special trust and confidence in the patriotism, valor, fidelity and abilities of

I do hereby appoint you to the rate of

in the
UNITED STATES NAVY

to rank as such from the day of , nineteen hundred and

TO THE APPOINTEE

Your appointment carries with it the obligation that you exercise increased authority and willingly accept greater responsibility. Occupying now a position of greater authority, you must strive with a renewed dedication toward the valued ideal of service with honor.

You are charged with demonstrating a proper example of performance, moral courage, and dedication to the Navy and the Nation. Your every action must be governed by a strong sense of personal moral responsibility in order that, by example and leadership, subordinates will contribute their utmost to the effectiveness and efficiency of the United States Navy.

Given under my hand at
this day of in the year of our Lord nineteen hundred and

NAVPERS 1430/8 (USN) (5-67)
S/A 0109-15-071-0000

GPO: 1968-608-603
86NP0106

Figure 9-8.—Certificate of Appointment Petty Officer Second and First Class, NAVPERS 1430/8 (USN).

When high school graduation is a prerequisite for a particular service school, successful passing of the high school level general educational development (GED) test is accepted for qualification.

COs must make sure members selected for transfer to Navy service schools are well suited to the course of instruction as well as the type of work associated with the training. The basis for evaluation should include performance and military behavior, physical

characteristics, mental aptitude, applicable scores on Navy tests, civilian occupations, previous training, experience, hobbies, and interests.

Candidates may not have a record of conviction by any court-martial and not more than one nonjudicial punishment (NJP) during the 18 months preceding assignment to the school. Waivers for more than one NJP must be submitted to BUPERS (PERS 291).



CERTIFICATE OF APPOINTMENT

To all who shall see these presents, greeting:

Know Ye, that by authority vested in me and reposing special trust and confidence in the patriotism, valor, fidelity and abilities of

I do hereby appoint you to the rate of

in the Reserve of the
UNITED STATES NAVY

to rank as such from the day of , nineteen hundred and

TO THE APPOINTEE

Your appointment carries with it the obligation that you exercise increased authority and willingly accept greater responsibility. Occupying now a position of greater authority, you must strive with a renewed dedication toward the valued ideal of service with honor.

You are charged with demonstrating a proper example of performance, moral courage, and dedication to the Navy and the Nation. Your every action must be governed by a strong sense of personal moral responsibility in order that, by example and leadership, subordinates will contribute their utmost to the effectiveness and efficiency of the United States Navy.

Given under my hand at
this day of in the year of our Lord nineteen hundred and

NAVPERS 1430/8 (USNR) (5-67)
S/N 0100 - L.P. 071 - 0000

86NPO107

Figure 9-9.—Certificate of Appointment Petty Officer Second and First Class, NAVPERS 1430/8 (USNR).

Personnel assigned to their first duty station, except those at overseas commands, must have a minimum of 12 months on board before submission of requests for temporary duty under instruction (TEMDUINS) or duty under instruction (DUINS) assignment to class "A" schools and must have 18 months on board before transfer. Rated personnel must have 24 months on board before transfer, with the exception of training in

the Hospital Corps, Navy Enlisted Classification (NEC) codes 8402 and 8425, which is reduced from 24 to 15 months.

Members requesting temporary additional duty under instruction (TEMADDINS) assignment to "A" schools may submit their NAVPERS 1306/7 as soon as the CO determines that the assignment is warranted. Those attached to activities with established DOD area



CERTIFICATE OF PERMANENT APPOINTMENT

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence
in the patriotism, valor, fidelity and abilities of

I do hereby appoint you a Permanent

in the
UNITED STATES NAVY

to rank as such from the
hundred and

day of

, nineteen

TO THE APPOINTEE

Your appointment carries with it the obligation that you exercise additional authority and willingly accept greater responsibility. Your every action must be governed by a strong sense of personal moral responsibility and leadership. You will observe and follow such orders as may be given by superiors acting according to the rules, articles and provisions of United States Navy Regulations, General Orders, Uniform Code of Military Justice, and supporting orders and directives.

Given under my hand at
this
year of our Lord nineteen hundred and

day of

in the

NAVPERS 1430/32 (10-74) S/N 0106-LF-003-7300

86NP0108

Figure 9-10.—Certificate of Permanent Appointment, Chief, Senior Chief, and Master Chief Petty Officer, NAVPERS 1430/32 (USN).

tour requirements are not eligible for TEMDUINS/DUINS transfer before the projected rotation date (PRD).

Candidates must be willing to incur sufficient active obligated service according to chapter 7 of the ENLTRANSMAN and be eligible to extend or reenlist according to the *Reenlistment Quality Control Program*, OPNAVINST 1160.5.

Always refer to the ENLTRANSMAN to verify the service school eligibility requirements since they could change in the future.

RECRUIT INPUT

Recruits are assigned to class "A" school by the Deputy, CHNAVPERS. Based on BUPERS established

standards, some recruits are granted an Armed Services Vocational Aptitude Battery (ASVAB) test score waiver for assignment to class "A" school.

REQUESTS FOR WAIVER OF ELIGIBILITY REQUIREMENTS AND COMMAND ACTION ON RECEIPT OF WAIVER APPROVAL

Waiver of eligibility requirements (except requirements involving security clearance, obligated service [OBLISERV], requisite training and/or physical standards for personal safety, and urinalysis testing) may be requested for individuals who have exceptional potential. Waiver requests should be submitted in the CO's endorsement to the quota request and should include the following:

- Specific deficiency and full justification for waiver. In case of test score waiver, all available scores should be listed separately.
- Length of time the member has been striking for the rating for which training is requested and/or comments concerning the member's civilian experience as it relates to the requested course of instruction.
- Evaluation of the member's overall potential to the Navy, including the member's career intentions and leadership potential.
- Courses the individual has completed that will enhance the prospect of successful school completion

When a waiver has been granted, an appropriate Administrative Remarks, NAVPERS 1070/613 entry, must be made in the individual's service record before he or she transfers to the school.

ACTIVE OBLIGATED SERVICE

Active OBLISERV for class "A" and "C" schools and factory/contractor training is computed from the class convening date and must be incurred before transfer to the school by executing an extension agreement. A page 13 entry is not acceptable except if monetary loss of selective reenlistment bonus (SRB) will result from a hard extension.

Chapter 7 of the ENLTRANSMAN contains the OBLISERV requirement for the "A" and "C" school and factory/contractor training which, of course, depends on the length of training.

In the event a student completes the course of instruction in less than the scheduled course length,

initial OBLISERV may be reduced to that corresponding to the actual time spent under instruction. Forward correspondence requesting adjustment of OBLISERV under such circumstances to BUPERS (PERS 243) with certified copies of all page 4s, both front and back.

In addition to the previous requirements, a member acquiring an additional OBLISERV for a course of instruction must also execute and sign a page 13 entry of understanding concerning OBLISERV payback for disenrollment. This page 13 entry is found in chapter 7 of the ENLTRANSMAN.

Additional information concerning OBLISERV in other situations concerning this subject is contained in chapter 7 of the ENLTRANSMAN.

DEFINITIONS OF TYPES OF SCHOOL QUOTAS

The types of quotas assigned to attend service schools are listed in the following paragraphs.

Temporary Additional Duty Under Instruction

TEMADDINS quotas are assigned only for personnel ordered to courses of instruction of less than 20 weeks' duration when it is appropriate that the member be returned to the originating command. Provided a valid billet requirement will exist at the current command for the member on completion of training, the assignment of the member to school will normally be made on a TEMADDINS quota.

Temporary Duty Under Instruction (TEMDUINS)

Personnel assigned quotas to courses of instruction of less than 20 weeks; duration in connection with a permanent change of station (PCS) are assigned to their ultimate permanent duty station (PDS) in one of two ways:

- Transfer directives issued indicate that the ultimate duty station will be assigned on completion of schooling. These personnel are transferred for TEMDUINS and are made available on completion of schooling for further assignment by BUPERS.

- Transfer directives issued include a PDS. These personnel are transferred on completion of schooling to the PDS included in the transfer directives.

Duty Under Instruction (DUINS)

All personnel assigned quotas to a course or courses of instruction of 20 weeks' duration or longer are transferred for DUINS, which is considered a permanent change of duty. On completion of schooling, these personnel are assigned a new PDS by BUPERS.

Determination of Change of Status From TEMDUINS to DUINS

Orders to a course scheduled for less than 20 weeks constitute a temporary assignment. In some instances, unforeseen delays extend a scheduled course beyond 20 weeks. The possibility of unforeseen delays does not change the fact that the orders, based on the scheduled length of the course, constitute a temporary assignment. However, temporary duty allowances are no longer payable after receipt of an order modification to DUINS as this constitutes a PCS transfer. BUPERS is the determining authority for cases not covered by the previous paragraph.

Refer to chapter 7 of the ENLTRANSMAN for additional information concerning service schools.

ASSIGNMENT OF ENLISTED PERSONNEL TO SPECIAL PROGRAMS

To provide for the ever-increasing complexity of the Navy's mission, it is frequently necessary to establish special programs to perform support functions requiring skills not identified by existing ratings.

This section briefly discusses some of the special programs available for enlisted personnel. Be aware, however, that there are additional special programs available to enlisted service members and that they are contained in chapter 9 of the ENLTRANSMAN, NAVPERS 15909. In particular this section discusses the Navy Food Management Teams; Physical Security-Law Enforcement Specialist; Brig Unit Staff Selection and Training; Command Career Counselor Program; U.S. Navy Ceremonial Guard; Naval Aircrew Program; Yeoman (YN)/Personnelman (PN) Incentives for Washington, DC; Flag Officer Writer and Staff Writer; and the Personnel Exchange Program (PEP).

You should become familiar with the special programs contained in this TRAMAN and in chapter 9 of the ENLTRANSMAN. You should be able to determine and identify additional reference sources you need to review for the most current information concerning these programs.

It must be noted that COs are responsible for carefully screening personnel under consideration for assignment to special programs and for providing the Deputy, CHNAVPERS, with a recommendation for determining a member's suitability for the assignment.

Candidates are identified either through nomination messages or assignment directives, depending on the program involved. On receipt of nominator correspondence, COs review member's qualifications, background, and personal traits to determine eligibility according to chapter 9 of the ENLTRANSMAN and any additional criteria cited in the nominator correspondence.

COs must respond within 10 working days, providing any requested information and recommendation of suitability. Specific reasons for disqualification and/or waiver requests must be included with the CO's response.

NAVY FOOD MANAGEMENT TEAMS

The Navy Food Management Teams provide technical and management assistance to Mess Management Specialists in the operation of enlisted messing facilities and afloat officer messing facilities with on-the-job instruction in areas of food preparation and service, mess management, and sanitation. Their mission is to assist both fleet units and shore activities in the improvement of foodservice operations staffed with Navy Mess Management Specialists. These teams are located at Norfolk, Virginia; Charleston, South Carolina; Mayport, Florida; San Diego, California; and Pearl Harbor, Hawaii.

PHYSICAL SECURITY-LAW ENFORCEMENT SPECIALIST

The Physical Security-Law Enforcement Specialist performs specialized duties in internal security at installations and facilities as a member of the Navy Internal Security Force. The Law Enforcement Specialist provides security for restricted areas; controls entry and exit of military and civilian personnel, vehicles and other equipment at access points to restricted areas; and patrols property concentration areas on foot and using vehicles. The Law Enforcement Specialist also conducts auto accident scene and traffic control, crime investigation, crime scene control and criminal apprehension, and provides written reports. He or she additionally enforces general and special orders and regulations applicable to the area of

operations and performs convoy escort and defense against intrusion by hostile elements, riot, or other unusual circumstances.

Qualities of prospective Law Enforcement Specialists, such as good common sense, sound judgment, initiative, and unquestioned reliability and honesty, are essential to mission accomplishment. Personnel selected for assignment to Physical Security Duty are ordered via 6 weeks at the Law Enforcement Specialist Training School located at Lackland Air Force Base (AFB) in San Antonio, Texas. All graduates earn the Law Enforcement Specialist Navy NEC code 9545. It is imperative that the qualifications listed in the ENLTRANSMAN be met to make sure members ordered to these billets are of the highest caliber and are temperamentally suited for police duty.

BRIG UNIT STAFF SELECTION AND TRAINING

Brigs, which are located throughout the United States and at a few overseas locations, provide exceptional opportunities for personnel to enhance their leadership qualities without regard to their military specialty.

Members who are eligible for shore duty may request assignment to a brig staff provided they meet required high standards of personal conduct and military bearing. Personnel selected for assignment to a brig staff are ordered via Corrections Specialist Training at the Naval Institute of Correctional Administration and earn NEC 9575 upon successful completion of the training.

COMMAND CAREER COUNSELOR PROGRAM

The Command Career Counselor Program provides for the assignment of personnel in ratings other than Navy Counselors to full-time command career counselor billets. Personnel so assigned assist COs/unit commanders in maintaining an effective career counseling program as outlined in the *Retention Team Manual*, NAVPERS 15878, and the *Career Information Program Management*, NAVEDTRA 10238-A.

U.S. NAVY CEREMONIAL GUARD

The U.S. Navy Ceremonial Guard is the official ceremonial unit of the Navy and, as such, is a Presidential support activity. The Ceremonial Guard is a component of the Naval District Washington.

Nonpetty officers are assigned directly from recruit training centers (RICs). Those recruits who volunteer and are accepted for the Ceremonial Guard must execute a page 13 entry waiving whatever guarantee program they enlisted for. This does not prevent a member of the Ceremonial Guard from subsequently requesting class "A" school or a transfer to sea duty. Requests of this nature can be expected to receive favorable consideration if the individual is otherwise eligible and a requirement exists. Petty officers are selected from those eligible for shore duty.

NAVAL AIRCREW PROGRAM

The Naval Aircrew Program is comprised of personnel of various ratings assigned by BUPERS or the Naval Reserve Personnel Center (NAVRESPERSCEN), in the case of enlisted Training and Administration of Reserve (TM) personnel, under a distribution NEC code of 78XX or 82XX. Naval Aircremen perform duties in fixed and rotary wing aircraft based ashore and afloat in those crew member positions determined by the Chief of Naval Operations (CNO).

Personnel assigned to this program are under permanent flight orders that are governed by the *Administration of Enlisted Flight Orders*, BUPERSINST 1326.4.

YEOMAN/PERSONNELMAN INCENTIVES FOR WASHINGTON, DC

More YN and PN shore billets are located in the Washington, DC, complex than in any other location. This creates a continuing requirement for top performing personnel whose talents can be used in direct support of Navy headquarters activities in the Washington, DC, complex.

The incentive options available to YNs and PNs are possible 1-year shore tour extensions and intra-area completion of tour (COMPTOUR). To enhance professional growth and permit maximum exposure to the many high-level military and civilian offices, YNs and PNs serving the normal minimum shore tour for their rating may request a no-cost transfer for COMPTOUR within the Washington, DC, area.

These incentives are implemented to encourage more of the best clerical personnel to volunteer for Washington, DC, duty. If you desire additional information concerning Washington, DC, assignment, contact the Washington area and staff assignment detailer at BUPERS (PERS 4010D).

FLAG OFFICER WRITER AND STAFF WRITER

Flag Officer Writers are assigned to personal staffs of flag officers, executive level activities and, in some cases, joint or foreign officer billets to assist those officers and senior level civilians with administrative details so that they may devote a larger portion of their time to other more important matters.

For additional information, refer to chapter 9 of the ENLTRANSMAN.

PERSONNEL EXCHANGE PROGRAM

This program provides the opportunity for U.S. Navy personnel to become an integrated part of the host country's service. The intent of the program is to provide a better understanding and appreciation of our allies, to allow foreign nations to become better acquainted with the United States through personal contact, and to provide an interesting foreign duty assignment. Additional information is contained in chapter 9 of the ENLTRANSMAN and The *U.S. Navy Personnel Exchange Program* (PEP), OPNAVINST 5700.7.

SUBMISSION OF REQUESTS FOR SPECIAL PROGRAMS

To request assignment to any special program mentioned in this TRAMAN and other programs contained in chapter 9 of the ENLTRANSMAN, members must submit an Enlisted Duty Preferences, NAVPERS 1306/63, indicating the specific program and area of preference. An Enlisted Personnel Action Request, NAVPERS 1306/7, should also be submitted to BUPERS, using the cognizant BUPERS, via the appropriate chain of command. Applications should arrive at BUPERS approximately 8 months before the member's PRD.

All members requesting assignment to one of the special programs must meet certain requirements as specified in chapter 9 of the ENLTRANSMAN and other pertinent publications.

EDUCATIONAL PROGRAMS AND NAVY CAMPUS

This section discusses various educational programs available to enlisted personnel. In particular this section briefly discusses the Navy Campus and On-Base Navy Campus Program, Program for Afloat

College Education (PACE), Tuition Assistance (TA) Program, Navy Campus Certification/Degree Program, and Service Members Opportunity Colleges Navy Associate Degree (SOCNAV) Program. This section also discusses the Skill Enhancement Program, Navy Campus High School Completion Program, National Apprenticeship Program, Defense Activity for Non-Traditional Education Support (DANTES), and the Enlisted Education Advancement Program (EEAP).

NAVY CAMPUS AND ON-BASE NAVY CAMPUS

The Navy Campus is the Navy's voluntary educational program. Navy Campus Program guidance is contained in the *Navy Voluntary Education Programs (Navy Campus)*, OPNAVINST 1560.9. Personnel should contact the nearest Navy Campus education specialist or their ESO to participate in Navy Campus.

A range of courses or programs, from high school completion through college degree programs, are given by civilian colleges and universities on Navy installations. Classes are provided primarily for base personnel and their adult dependents.

PROGRAM FOR AFLOAT COLLEGE EDUCATION

Postsecondary and college introductory level courses are provided aboard ship by civilian colleges and universities under contract with the Navy. This is a fully funded program. Participants must, however, buy their own books.

TUITION ASSISTANCE PROGRAM

The TA program is the primary in-service support program that provides part of the cost of tuition for active duty personnel. TA provides financial assistance to eligible personnel who attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational certificate, or a college degree. It is the policy of the CNO that TA be available to all active duty Navy members and other active duty armed forces personnel attached to Navy commands.

Refer to *Navy Voluntary Education Programs (Navy Campus)*, OPNAVINST 1560.9, and *Navy Voluntary Education Programs*, CNETINST 1560.3, for additional information and procedures on TA.

NAVY CAMPUS CERTIFICATION/DEGREE PROGRAM

The Navy has made arrangements with a number of 2-year and 4-year colleges to waive residency requirements for active duty personnel so that they may complete degree programs.

SERVICE MEMBERS OPPORTUNITY COLLEGES NAVY ASSOCIATE DEGREE PROGRAM

SOCNAV was implemented in 1984 in conjunction with Service Members Opportunity Colleges (SOC) to offer Navy personnel associate degrees in technical areas associated with their rating and military job. Current programs are Data Processing, Management Science, and General Studies. Additional networks are being developed for 2-year associate degrees in the following areas-Communication Electronics, Digital Electronics, and Law Enforcement.

SKILL ENHANCEMENT PROGRAM

This fully funded, on-duty program may be offered to shore and afloat commands by request of the CO. Courses are intended to improve individual competency in reading, mathematics, English, and writing skills. Courses are taught under contract with civilian colleges.

NAVY CAMPUS HIGH SCHOOL COMPLETION PROGRAM

This program is offered either on-base or off-base and it enables personnel to earn their high school diploma. The level of assistance available for Navy members who do not have a high school diploma is 100 percent of high school completion courses and instructional related fees.

NATIONAL APPRENTICESHIP PROGRAM

This program enables enlisted personnel to register in and complete an apprenticeship in a civilian trade as related to their Navy rating. It is provided in cooperation with the Bureau of Apprenticeship and Training of the U.S. Department of Labor.

The Chief of Naval Education and Training (CNET) is responsible for the administration of National Apprenticeship Standards within the Navy and for securing, through prescribed channels, the national registration of Navy programs of apprenticeship with

the National Office of the Bureau of Apprenticeship and Training, U.S. Department of Labor.

For additional information concerning this program, refer to the *Administration of the Navy's National Apprenticeship Program*, OPNAVINST 1560.10, and/or contact NETPMSA, Pensacola, Florida.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT

Through DANTES, military personnel can take college entrance tests as well as tests for college credits. DANTES publishes an independent study guide and distributes the *American Council on Education (ACE) Guide*, which is used by colleges and universities to recommend college credit for military training.

ENLISTED EDUCATION ADVANCEMENT PROGRAM (EEAP)

The EEAP provides an opportunity for highly qualified and career motivated enlisted personnel to earn an associate/bachelor of arts or associate/bachelor of science degree.

Primary consideration for selection to EEAP is the sea/shore rotation cycle as it affects the potentially limited opportunity to participate in off-duty education and the Career Reenlistment Objectives (CREO) of the member's particular rating. Other considerations include performance evaluations, performance in Navy schools, and evidence of individual effort to advance academically while in the Navy.

Selectees receive full pay and allowances and may compete for advancement while enrolled in the program, but are not eligible for proficiency pay (except submariners who receive continuous submarine [CONSUB] pay). Selectees must pay for tuition, fees, books, and other expenses incurred while participating in the EEAP. The Navy Tuition Assistance Program may not be used to defray costs while enrolled in the EEAP. Eligible students may use in-service Veterans Educational Assistance Program (VEAP) or the Montgomery GI Bill (MGIB) educational benefits

Selectees normally attend a college or university located near their present duty station or near a major installation (continental United States (CONUS) or Hawaii). If the desired curriculum is not available or there are other assignment considerations, for example, spouse co-location, then other locations that have been authorized by the BUPERS are selected by the CO, Naval Education and Training Program Management Support Activity (NETPMSA).

Students have up to 24 months to complete degree requirements. If the degree is earned in less than the allotted amount of time, students may use the remaining time to work toward a baccalaureate degree.

Six years of OBLISERV is incurred upon enrollment in the EEAP. No relationship exists between this OBLISERV requirement and the number of months of school received.

For additional information and eligibility requirements, refer to Article 1020357 of the NULPERSMAN, *Regulations Governing the Navy Enlisted Education Advancement Program* (EEAP), OPNAVINST 1560.8, and the most current *Enlisted Education Advancement Program* (EEAP), OPNAVNOTE 1510.

APPLYING FOR CREDIT FOR MILITARY TRAINING AND WORK EXPERIENCE

The following paragraphs discuss the requesting of credit for military training and work experience, and applying for credit for military experience by naval personnel.

CREDIT FOR MILITARY TRAINING AND WORK EXPERIENCES

Naval personnel may obtain academic credit from civilian schools for certain educational or work experiences achieved while performing normal military duties, as recommended by the ACE in the *Guide to the Evaluational Experiences in the Armed Services* (ACE Guide).

Academic credit is granted only by civilian educational institutions and may be applied toward the requirements of a vocational certificate, associate, baccalaureate, or graduate degree. Colleges/universities that participate in the SOCNV consortium programs award credit for applicable military courses or experiences. However, academic credit is not guaranteed in advance.

The granting of academic credit is solely the prerogative of each educational institution or state department of education. In selecting schools to conduct on-base programs and, in recommending off-base schools, the Navy Campus education specialist makes every effort to recommend an institution that adheres to the recommendations in the ACE Guide.

APPLYING FOR CREDIT FOR MILITARY EXPERIENCE

When no Navy Campus education specialist is available, the command's ESO should assist and advise personnel to apply for academic credit for military experience. Reference should be made to the ACE Guide (available through DANTES), which provides a listing of credit recommendations for service schools and ratings.

A recommendation of credit is no guarantee that the amount of credit will be granted. Neither the Navy nor ACE award academic credit. Academic credit for an individual's military educational experiences can only be awarded by the civilian school where the individual is seeking admission, or from a state department of education where the individual requests a high school diploma or equivalency certificate.

With the assistance of the ESO or custodian of military records, the service member must prepare and submit to the civilian school the Application for the Evaluation of Learning Experiences During Military Service, DD Form 295. Refer to figure 9-11.

When completing the DD Form 295, the preparer should make sure it is addressed to the school where the applicant is seeking credit and that all military course titles, numbers, and locations have been verified. Complete information on this form is of the utmost importance.

SUMMARY

This chapter briefly discussed the Navy's advancement system, commands' and individuals' responsibilities in regard to advancement, and the distribution of eligibility status listing to commands to notify them about personnel eligible for advancement. It identified most of the requirements for advancement, the importance of the CO's recommendation for advancement, service record entries for recommending personnel for advancement, worksheets, Navywide advancement examinations, and results of Navywide advancement examinations.

APPLICATION FOR THE EVALUATION OF LEARNING EXPERIENCES DURING MILITARY SERVICE

TO: (Name and address of educational institution,
agency, or employer)

(Date)

EVALUATION REQUEST FOR:

(Name of Applicant)

(Social Security Number)

ATTENTION:

Dear Official:

The applicant named above has requested that the attached summary of educational achievements, accomplished while in the Armed Forces of the United States, be forwarded to you for review and evaluation.

The American Council on Education publishes the *Guide to the Evaluation of Educational Experiences in the Armed Services* which includes postsecondary credit evaluations of military learning experiences. The 1954 edition of the Guide contains recommendations for formal courses offered by the Armed Services during the period 1941 to 1954. The current edition contains credit recommendations for (1) military training courses offered after 1954; (2) Army military occupational specialties (MOS's) for enlisted personnel and warrant officers; (3) ratings held by Navy and Coast Guard enlisted personnel; and (4) occupational designators held by Navy and Coast Guard warrant officers and Navy limited duty officers. In addition to recommendations for semester hour credits, some Army enlisted MOS's and Navy ratings also have recommendations for advanced standing in apprentice training programs.

The American Council on Education maintains an advisory service to provide credit recommendations for courses and tests, MOS's, ratings, and other occupations evaluated after the publication date of the current Guide. Credit recommendations are provided to officials of schools, state departments of education or other educational institutions, employers, apprenticeship training directors, labor union and trade association officials, military education officers and applicants. Credit recommendations are not provided to officials at the applicant's request. Authorized persons may write directly to the Military Evaluations Program Office, American Council on Education, One Dupont Circle, N.W., Washington, D.C. 20036-1193.

The evaluation of this applicant's learning experiences, as well as any guidance which you may provide, should be sent directly to the applicant at the address shown in block 6 on page 3. Your interest is genuinely appreciated.

Sincerely,

(Education Officer)

DD Form 295, NOV 86
DANTES Stock Number 2121

Previous editions are obsolete.

Page 1 of 4 Pages

Privacy Act Statement

AUTHORITY:

5 USC 301 and EO 9397, November 1943 (SSM).

PRINCIPAL PURPOSE:

To permit authorized agencies to evaluate military experience for academic placement and/or employment.

ROUTINE USES:

Used at the request of the individual for the evaluation of military training.

DISCLOSURE:

Voluntary; however, failure to provide requested information impedes the evaluation process by educational institutions or potential employers.

INSTRUCTIONS TO APPLICANT

DD Form 295 is for your convenience in applying for evaluation of your educational experiences during military service. Give as much detailed information as possible. Include additional information on separate sheets, if necessary.

The applicant should:

- Complete items 1 through 15.
- If you have attended college or completed any college correspondence courses, ask that college to send a transcript to the Registrar of the evaluating agency that this form is addressed to. DO NOT LIST ANY COLLEGE OR UNIVERSITY COURSES ON THIS FORM.
- If you have completed any college-level standardized examinations for credit, such as USAFI or DANTES Subject Standardized Tests, or CLEP, ask the appropriate agency to send a score report to the Registrar of the evaluating agency that this form is addressed to. DO NOT LIST ANY EXAMINATIONS ON THIS FORM.
- After completion, submit this DD Form 295 to the Certifying Officer.

You are encouraged to write a preliminary letter to the school or agency concerned, explaining your interest in its evaluation of your records for the continuance of your education. Training, correspondence study, or special experiences not described on this form, which you believe would be of interest to those reviewing your case, should be included in this letter.

INSTRUCTIONS TO CERTIFYING OFFICER (Custodian of Personnel Record)

DD Form 295 is intended to provide factual information that schools and other evaluating agencies require for evaluation of the applicant's educational achievement. CERTIFYING OFFICERS WILL NOT MAKE RECOMMENDATIONS REGARDING CREDIT TO BE AWARDED.

The certifying officer should:

- Complete items 16 through 18.
- Insure that the information provided in Section II is documented in the applicant's Service Record. Names of schools or courses should not be abbreviated.
- Send this DD Form 295 to the Education Officer.

INSTRUCTIONS TO EDUCATION OFFICER

The education officer should:

- Complete item 19.
- Counsel the service member.
- Complete page 1. The name and address of the evaluating agency should be the same as that listed at the top of page 3 of this form.

PAGE 1 IS IN ADDITION TO, AND NOT A SUBSTITUTE FOR, THE LETTER TO BE WRITTEN TO THE EVALUATING AGENCY BY THE APPLICANT.
d. Mail DD Form 295 directly to the designated evaluating agency.

DD Form 295, NOV 86 DANTES Stock Number 2121

Page 2 of 4 Pages

Figure 9-11.—Application for the Evaluation of Learning Experiences During Military Service, DD Form 295.

This chapter also discussed TAFMS and explained the difference between regular and early advancement candidates. It also discussed HYT, ESRs, RCAs, and appointment certificates. This chapter also discussed service school eligibility requirements, recruit input, waiver of eligibility requirement, action required on receipt of waiver approval, OBLISERV requirements, and defined the types of school quotas.

This chapter also discussed the assignment of personnel to special programs. The special programs discussed were the Navy Food Management Teams; Physical Security-Law Enforcement Specialist; Brig Unit Staff Selection and Training; Command Career Counselor Program; U.S. Navy Ceremonial Guard; Naval Aircrew Program; Yeoman (YN)/Personnelman (PN) Incentives for Washington, DC; Flag Officer Writer and Staff Writer; and the Personnel Exchange Program.

Also discussed were the educational programs available to Navy enlisted personnel, which are the Navy Campus and On-Base Navy Campus Program; Program for Afloat College Education (PACE); Tuition Assistance (TA) Program; Navy Campus Certification/Degree Program; Service Members Opportunity Colleges Navy Associate Degree (SOCNAV) Program; Skill Enhancement Program, Navy Campus High School Completion Program; the National Apprenticeship Program; The Defense Activity for Non-Traditional Education Support (DANTES); and the Enlisted Education Advancement Program (EEAP).

The last topic discussed in this chapter was a section on how to apply for credit for military training and experience.